

F-D-D I-N-T-E-R-N-A-L U-S-E O-N-L-Y

FDD Notice
75-1

31 January 1958

SUBJECT: Establishment and Use of FDD Language Laboratory

1. A language laboratory has been established in FDD. The purpose of this notice is to establish procedures for the use of this facility:

- a. An Ampex tape recorder (portable) and tapes are available in the Administration Office for use at lunch time, before and after working hours, and may be used during on-duty hours only when authorized by the Branch Chief. This equipment may be used in any vacant room.
- b. The machine and tapes may be borrowed from and returned to They must be signed for in advance.
- c. In the event of mechanical difficulty or defective tapes, the Administration Office should be notified.

25X1A

2. Duplicates of tapes in the OTR Language Laboratory may be ordered through the Administration Office.

25X1A

S. J. MAGNALL
Chief, Foreign Documents Division

THIS DOCUMENT IS
A SOURCE REFERENCE IN
A HISTORICAL PAPER

DO NOT DESTROY

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